

NAVSTABREMINST 1740.1

B1

16 May 01

NAVAL STATION BREMERTON INSTRUCTION 1740.1

From: Commanding Officer, Naval Station Bremerton

Subj: COMMAND SPONSOR PROGRAM

Ref: (a) OPNAVINST 1740.3A

Encl: (1) Command Sponsor Assignment Memorandum  
(2) Welcome Aboard Message  
(3) Sponsor Guidelines  
(4) Sample Sponsor Letter Format  
(5) Command Sponsor Program Survey  
(6) Sponsor's Survey

1. Purpose. To promulgate revised policies regarding the Command Sponsor and Indoctrination Programs at Naval Station (NAVSTA) Bremerton. This instruction is a complete revision and should be read in its entirety.

2. Cancellation. NAVSTABREMINST 1330.1.

3. Background. Characteristics of Navy life include frequent moves. Whether this is a benefit or a drawback depends largely on how the Navy member and his or her family are treated through the various stages of their move. An enthusiastic and caring sponsor can remove a lot of stress from a permanent change of station transfer by helping the member and his or her family integrate into their new command and community. The Sponsor Program at NAVSTA Bremerton following the guidelines in reference (a), is designed to ensure that all reporting personnel are assisted in their moves by competent and caring sponsors.

4. Action

a. The Commanding Officer will:

(1) Appoint a Command Sponsor Program Coordinator.

(2) Meet with both incoming personnel and their sponsors within five working days of their arrival to NAVSTA Bremerton or as the schedule permits.

b. The Executive Officer and Command Master Chief will:

(1) Evaluate the effectiveness of the Command Sponsor Program.

(2) Meet with both incoming personnel and their sponsors within 72 hours of their arrival to NAVSTA Bremerton or as the schedule permits.

c. Department Heads will:

(1) Provide a Department Sponsor Coordinator to act as a single point of contact within their department to the Command Sponsor Program Coordinator.

(2) Assign personnel from each of their divisions to act as sponsors using enclosure (1). These personnel will be coordinated through their departmental Sponsor Coordinator.

(3) Provide sponsors with the necessary sponsor training and carry out their sponsor duties. A 1-hour training lecture is available in LIFELINES ([www.lifelines2000.org/services/relocation](http://www.lifelines2000.org/services/relocation) (sponsor program)) or through the FFSC.

(4) Meet with both incoming personnel and their sponsor within 24 hours.

d. The Command Sponsor Program Coordinator will:

(1) Forward the Sponsor Assignment Memorandum (enclosure (1)) to the prospective department.

(2) Ensure Welcome Aboard Messages (enclosure (2)) are prepared within five working days of being informed of the prospective gain.

(3) Brief all Department Sponsor Coordinators to ensure they are cognizant of their responsibilities. Provide them a copy of enclosures (3) and (4).

(4) Establish an internal monitoring and self-evaluation survey to ensure program effectiveness. Enclosure (5) includes a sample survey for soliciting voluntary feedback.

(5) Review completed Command Sponsor Program surveys (enclosures (5) and (6)) forward them to the Commanding Officer via the chain of command.

(6) Liaison with the local Fleet and Family Service Center (FFSC) regarding utilization of relocation resources.

e. Sponsors will:

(1) Be of the same marital status as the prospective gain, whenever possible.

(2) Be at least E-5 for E-5 and below; and the same pay grade for E-6 and above.

(3) Whenever possible, be enrolled in the Exceptional Family Member (EFM) Program if the prospective service member is enrolled in the EFM Program.

(4) Have enthusiasm for meeting and helping people.

(5) Have an excellent record of sustained good performance, perseverance, and problem-solving ability.

(6) Have a positive attitude toward the Navy, the command, the local community, and the sponsor program.

(7) The sponsor should remain on board the command for a least six months after the arrival of the incoming person to assist the newcomer.

(8) Be familiar with the command and its location or homeport.

(9) Be knowledgeable about available resources (i.e., FFSC, Housing Referral Office, etc.) so that when additional information is needed, the sponsor knows where to get it.

(10) Be familiar with applicable command procedures and instructions.

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(11) Be willing to do more than the minimum to ensure a smooth transition into the new command for the transferring service member.

(12) Have successfully completed sponsor training.

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List I and II